



85-306

CITY COUNCIL
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII

No. 85-306

RESOLUTION

(AMENDED)

AUTHORIZING THE DESTRUCTION OF RECORDS BY DEPARTMENTS AND AGENCIES OF THE CITY AND COUNTY OF HONOLULU.

WHEREAS, Section 46-43, Hawaii Revised Statutes, authorizes the Council of the City and County of Honolulu to permit the destruction of vouchers, documents, and other records or papers after they have been retained for a period of time to be established through resolution by the Council; and

WHEREAS, the destruction of obsolete records is an essential part of the efficient management of records; and

WHEREAS, all personal injury and property damage documents will be excluded from the provisions of this resolution pending further review by the Council regarding a new revised retention schedule; and

WHEREAS, fewer records result in more office space available for employees and faster retrieval of the remaining records; and

WHEREAS, the departments and agencies on the attached retention schedules wish to destroy their obsolete records; now, therefore,

BE IT RESOLVED by the Council of the City and County of Honolulu that the departments and agencies of the City and County of Honolulu be authorized to destroy the records on the attached schedules at the end of the stated retention periods; and

BE IT FURTHER RESOLVED that this resolution supersede all other resolutions pertaining to the records on the attached schedules; and

RESOLUTION

BE IT FINALLY RESOLVED that the Clerk be, and he is, hereby directed to transmit a copy of this resolution to the Director of the Municipal Reference and Records Center.

INTRODUCED BY:

INTRODUCED BY:

Councilmembers

DATE OF INTRODUCTION:

SEP 11 1985
Honolulu, Hawaii

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CITY COUNCIL

**CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII**

I hereby certify that the foregoing RESOLUTION was adopted by the COUNCIL OF THE CITY AND COUNTY OF HONOLULU on the date and by the vote indicated to the right.

ATTEST:-

Raymond K. Pua
RAYMOND K. PUA
CITY CLERK

George Akahane
GEORGE G. AKAHANE
CHAIRMAN & PRESIDING OFFICER

Dated SEP 11 1985

ADOPTED MEETING HELD			
	SEP 11 1985	AYE	NO
AKAHANE			A/E
BORNHORST			
DOO			E
FAWCETT			
KAHANU			
MATSUMOTO			
NARVAES			
PACARRO			
MINK			
		8	01

Reference:

Report No GROCR-747

Report No. GROCR-747

Report No.

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City and County of Honolulu
GENERAL RECORDS SCHEDULE
1985

This General Records Schedule includes records commonly held by all departments such as correspondence, personnel records, etc. The information furnished on this schedule includes the department or division holding the record copy (the copy which is regarded as the official copy) of a document and the length of time the record copy must be kept. Unless otherwise specified, other divisions or departments holding copies of these records may destroy them when no longer needed.

An RC in the Dept. or Div. column indicates that your department holds the record copy.

If there are any discrepancies between this General Records Schedule and your own departmental records retention schedule, follow the departmental schedule.

No.	Record	Dept. or Div.	Record Copy	Retention
1	Budget a. Requests b. CIP Budget c. CIP Records (Planning and construction material, brochures, etc.)		Budget Budget RC	Permanent Permanent *
2	City Council Committee Reports, Resolutions, Ordinances	City Clerk		Permanent
3	Civil Service Forms (duplicates)	Civil Service Your Department		Various *

* Destroy when no longer needed

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City and County of Honolulu
GENERAL RECORDS SCHEDULE
1985

No.	Record	Dept. or Div.	Record Copy	Retention
4	Correspondence and Other Communications			
	a. Correspondence and related records:			
	1) Explaining why certain actions were taken, why certain policies were set	RC	RC	Permanent
	2) Describing the implementation of departmental policies and procedures (describing the carrying out of programs)	RC	RC	Permanent
	3) Which may become involved in litigation:			
	a.) Personal injury or property damage	RC	RC	2 yrs.
	b.) Non-personal injury or property damage	RC	RC	6 yrs.
	4) Involved in programs subject to federal audit or federal retention requirements	RC	RC	*
	5) Letters of transmittal which add no information to material transmitted	RC	RC	**
	6) All other correspondence and related records	RC	RC	***
	b. Internal or interdepartmental directives, circulars, memos and other communications:			
	1) Involving policy decisions, procedures, rules, etc.	Issuing Office	Issuing Office	Permanent
	2) Not involving policy decisions, procedures, rules, etc.	Issuing Office	Issuing Office	****
	Donor Files	City Clerk	City Clerk	Permanent
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* Destroy after federal audit or when authorized by federal retention requirements

** Destroy immediately

*** Destroy when no longer needed

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City and County of Honolulu
GENERAL RECORDS SCHEDULE
1985

No.	Record	Dept. or Div.	Record Copy	Retention
6	Equipment Cards, Lists	RC	*	*
7	Fiscal Records	RC	**	
	a. Fiscal records for federal or State funded programs	Fiscal Offices	3 yrs.	
	b. Fiscal records (duplicate copies only)			
c. Contracts		Purchasing	15 yrs.	
	1) Consultant and Professional Services Contracts	Purchasing	6 yrs.	
	2) Commodity and Service Contracts	Purchasing	10 yrs.	
	3) Construction Contracts	Purchasing	6 yrs.	
	4) Maintenance Service Agreements	Corp. Counsel	Permanent	
8	Legal Opinions	State	Permanent	
9	Legislative Files	Originating Office	Permanent	
10	Minutes, agendas, membership lists, and reports of City Commissions, Boards, Councils and Committees, as well as of committees authorized by department officials	Civil Service	5 yrs.	
11	City and County Motor Vehicle Accident Files	ND	Permanent	
12	Monthly Progress Reports			

* Destroy when no longer needed

** Records subject to federal or State audit shall not be destroyed until after such audit unless authorized by federal retention requirements

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City and County of Honolulu
GENERAL RECORDS SCHEDULE
1985

No.	Record	Dept. or Div.	Record Copy
13	News Releases	Issuing Office	Permanent
14	Newsletters or periodicals published by City agencies (whether published on a regular basis or not) Send 3 copies to Municipal Library (Ordinance 4586)	Issuing Office	Permanent
15	Newspaper Clippings	State Library Your Dept. *	Permanent
16	Organization Charts	MD	Permanent
17	Personal Injury Files	Civil Service	20 yrs.
18	Personal Property Inventory Files	Purchasing	10 yrs.
19	Personnel Files	Civil Service Your Dept. -	Permanent 5 yrs.**
20	Photographs, Slides, Films, Videotapes, etc.	RC	Permanent
21	Position Descriptions	Civil Service	**
22	Programs, Program Announcements, Posters, Invitations, etc.	RC ***	Permanent Samples only

* Destroy when no longer needed

** After termination

*** Retain current and immediately superseded copy

City and County of Honolulu
GENERAL RECORDS SCHEDULE
1985

No.	Record	Dept. or Div.	Record Copy	Retention
23	Records Management Files a. Records Inventory Sheets, Records Retention Schedules b. Records Transmittal and Shelf Lists c. Records Destruction Approval	MRRC RC MRRC	MRRC RC Receiving Office	2 yrs. after obsolete * 2 yrs. **
24	Reference Files - Materials (brochures, minutes, reports, copies of correspondence, etc.) received for informational purposes only, requiring no action on the receiver's part			
25	Reports a. Annual Reports b. Daily, weekly, or monthly reports submitted for tabulation purposes c. Internal Studies or Reports d. Published studies or reports for public distribution (published by or for City agencies) 1) Send 3 copies to Municipal Library (Ordinance 4586) 2) See HRS Sec. 93-3 as amended	OIC RC Issuing Office	Permanent *** Permanent Issuing Office	Permanent Permanent Permanent

* Destroy when obsolete
** After destruction of records
*** Destroy when no longer needed

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City and County of Honolulu
 GENERAL RECORDS SCHEDULE
 1985

No.	Record	Dept. or Div.	Record Copy	Retention
26	Rules and Regulations	City Clerk	Permanent	
27	Sick or Vacation Leave, Applications	Payroll	6 yrs.	
28	Speeches	Originating Office	Permanent	
29	Testimonies	Originating Office	Permanent	
30	Travel Requests, Reports	HD	1 yr.	

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